

**ANNEX A**

**DIRECTION AND CONTROL**

**I. Purpose**

The purpose of this section is to provide procedures for coordinated management of response activities, continuity of government, emergency operations centers (EOC) and policy making in emergency situations.

**II. Responsibilities****A. Mayor**

The Mayor or his/her legal successor is responsible for declaring a local emergency. The line of succession to the Mayor is:

Mayor  
Mayor Pro-Tem  
Senior City Council Member

**B. City Council**

The members of the City Council are responsible for assembling at the City Council Chambers, and should be prepared to enact any special legislative actions needed to deal with the emergency incident. Since it is anticipated that the Mayor will be at the Emergency Operations Center, the Mayor Pro-Tem will lead any City Council meetings during this time as requested by the Mayor.

**C. City Manager**

The City Manager shall be responsible for ensuring overall direction and control of city government resources involved in the response to an emergency. The line of succession to the City Manager is:

City Manager  
Assistant City Manager (2)  
City Clerk

**D. Emergency Management Director:**

The Ankeny Fire Chief serves as the Director of Emergency Management for the City of Ankeny. That person shall serve in a staff capacity of the City Manager and also coordinate all aspects of this plan. The line of succession to the Emergency Management Director is:

Fire Chief  
Chief of Police  
Deputy Fire Chief – Fire Operations  
Deputy Fire Chief – EMS  
Police Captain(s)

### **III. Ankeny Emergency Operations Center (EOC)**

Direction and control of the city's response to any major emergency incident or disaster will be coordinated through the Emergency Operations Center (EOC), located in the Ankeny Fire Department at 120 NW Ash Drive. The backup EOC is located at the Ankeny City Hall at 410 W 1<sup>st</sup> Street. Other alternative sites for establishing an EOC include the Ankeny Police Department at 211 SW Walnut or the City of Des Moines Emergency Operations Center at Park Fair Mall at the corner of Euclid and 2<sup>nd</sup> Avenue in Des Moines. Security for the EOC will be coordinated by the Ankeny Police Department. The City Manager will designate an alternate EOC if one is required.

#### **A) Criteria for EOC Activation**

The Director of Emergency Management will activate the city's EOC based on the following emergency scenarios:

- 1) The EOC may be partially activated in response to a potential threat to life and property from a natural or man-made disaster, i.e. severe weather, hazardous materials incident, major conflagration, health or disease related incident, etc.
- 2) The EOC would be fully activated in response to an actual impact resulting in a threat to life and property. This would include, but is not limited to, the public and private sector that requires a coordinated response effort by all city resources.

#### **B) Responsibility**

In the event of a major event or emergency, designated EOC staff will be expected to automatically report to the EOC, and all designated city employees would report to their designated work locations as directed by EOC staff. Department directors will notify and assign support staff as necessary. However, the Emergency Management Director is responsible for

ensuring that the EOC is activated according to the needs of the community response.

Notification of EOC staff will be accomplished by the use of the city's current phone tree.

### **C) Staffing of the EOC**

Staffing of the EOC is set up into separate tiers based on areas of responsibility. Each subsequent tier brings additional management, supervisory and support staff, according to the magnitude of the incident.

The following staff is required to report to the EOC upon activation:

#### **1<sup>st</sup> Tier Activation**

Mayor  
City Manager  
Assistant City Manager for Administration  
Assistant City Manager for Operations  
Assistant to the City Manager (PIO)  
Fire Chief/Director of Emergency Management  
Chief of Police

At the initial EOC activation, the Director of Planning and Building, Director of Public Works, Director of Municipal Utilities and the City Clerk will report directly to their offices to begin initial assessment activities. These directors should anticipate reporting to the EOC with the second tier activation at the direction of the Assistant City Managers.

#### **2<sup>nd</sup> Tier Activation**

City Clerk  
Director of Public Works/ City Engineer  
Director of Municipal Utilities  
Director of Planning and Building  
Public Works Administrator  
Street Maintenance Supervisor  
Wastewater Administrator  
Water Administrator

The City Council will assemble at the City Hall Council Chambers.

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On the 2<sup>nd</sup> Tier Activation the following critical staff positions will report directly to their designated work areas:

Finance Director

Human Resources Officer  
Management Information Systems Officer  
City Clerk's Staff  
Library Director  
Golf Course Director  
Parks & Recreation Director  
Director of Economic Development  
City Maintenance Personnel  
Building and Zoning Administrator

Each department/agency represented in the EOC is responsible for ensuring its representative is familiar with the duties they are expected to perform at the EOC during the emergency.

#### **D) EOC Equipment and Supplies**

The Ankeny Emergency Management Director is responsible for ensuring the EOC is operational. This includes the arrangement for necessary maps, displays, tables and chairs, communication equipment, message logs and other materials deemed necessary to ensure the full function and use in the EOC. A full list of EOC requirements is attached as an appendix to this annex.

#### **E) Communications Capability**

The Chief of Police or designee is responsible for ensuring that all communications systems (primary and alternate) are operational and that communication links between response personnel and EOC operations are identified.

Communications capabilities for the EOC;

- EOC to public safety agencies (law enforcement and fire)
- EOC to neighboring EOC's
- EOC to area hospitals
- EOC to other city departments

### **IV. Incident Command**

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All response operations undertaken by the City of Ankeny shall be directed through application of the Incident Management System, the Unified Command System and will be consistent with the National Incident Management System (NIMS). Refer to Annex L, NIMS.

## **V. Supporting Documentation**

The following support materials are kept on file in the Emergency Management Director's office at the fire station:

- A) EOC Operational Guidelines
- B) The city's Fixed Assets Listing, including current lists of available equipment.

## **VI. Authentication**

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Date

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City Manager

## **Appendices**

EOC Supply List

Emergency Call List

EOC Organizational Chart

Departmental Responsibility Chart

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### EOC Emergency Supply List

The Ankeny Director of Emergency Management will have the responsibility of ensuring that the EOC is kept well supplied with the following items at all times:

- |                                           |                                                            |
|-------------------------------------------|------------------------------------------------------------|
| 1. City Identification for cars/employees | 24. Single edge razor blades                               |
| 2. Pens: Blue, black, red                 | 25. Thumb tacks/colored pins                               |
| 3. Pencils and sharpeners                 | 26. Money receipt book                                     |
| 4. Paper                                  | 27. 3-ring binders w/ index tabs                           |
| 5. "Write It Don't Say It"                | 28. Scratch pads                                           |
| 6. City maps                              | 29. Assorted clasp envelopes                               |
| 7. Paper clips and binder clips (big)     | 30. 3' x 3' piece peg board                                |
| 8. Rubber bands                           | 31. Key ring tags                                          |
| 9. Scotch tape                            | 32. Assorted sizes of plastic bags                         |
| 10. Masking tape                          | 33. "Keep Out" and "No Smoking" signs                      |
| 11. Strapping tape                        | 34. Heavy-duty twine                                       |
| 12. Emergency lighting                    | 35. Copies of Ankeny Emergency Plan                        |
| 13. Page protectors                       | 36. Copies of Iowa Emergency Plan                          |
| 14. Emergency phone number lists          | 37. Copies of the Polk County<br>Emergency Operations Plan |
| 15. Phone books                           | 38. Expanding folders                                      |
| 16. First aid kit                         | 39. 1/3 cut manila folders                                 |
| 17. Clip boards (5)                       | 40. Snacks                                                 |
| 18. Metal clip boards w/ covers           |                                                            |
| 19. Flip chart and stand                  |                                                            |
| 20. Magic markers and crayons             |                                                            |
| 21. Stapler and extra staples             |                                                            |
| 22. Chalk                                 |                                                            |
| 23. Scissors                              |                                                            |

These footlockers will be stored at:

Fire Station – Primary EOC

Police Station – Secondary EOC

**Each staff member that may be required to report to the EOC should consider bringing the following for use during the emergency: laptop computers, personal clothing changes, hygiene items and medications, radios and radios/cell phones.**



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### Emergency Call Lists

The City of Ankeny maintains separate emergency notification lists that will be utilized in the event that the EOC is activated.

The following phone numbers may be used in the event of EOC activation:

Red Cross 1-800-887-2988

Polk County Sheriff 515-286-3333

State Patrol (District 1 Des Moines) 515-725-0010

Polk County Director of Public Health 515-286-3798

School Superintendent 515-965-9600

Mid-American Energy (Gas leaks) 1-800-595-5325  
(Power outages/Downed lines) 1-800-799-4443

Alliant Energy (Emergency service) 1-800-255-4268  
(Outage reporting) 1-877-740-5050

Northern Natural Gas (Pipeline emergency) 1-888-367-6671

Consumer's Energy 1-800-696-6552

Des Moines Waterworks (Emergencies) 515-283-8772

Qwest Communications 515-286-5010

Polk County EM Coordinator (Communications Center) 515-286-2107

Polk County HLS Coordinator 515-286-2107

National Weather Service 515-685-4103

Salvation Army (Administrative office) 515-282-3227

Mediacom (Administrative) 515-246-1890

Iowa Telecom (Customer service) 1-877-901-4692

McLeod USA (General information) 1-800-393-1413

Phone numbers last updated: Feb 10, 2006

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    CM[City Manager  
EOC] --- PIO[Assist to the City Mgr. (PIO)  
EOC]
    CM --- Mayor[Mayor  
EOC]
    CM --- CC[City Council  
Council Chambers]
    CM --- COP[Chief of Police  
EOC]
    CM --- ACM1[Assistant City Manager  
(Administration)  
EOC]
    CM --- ACM2[Assistant City Manager  
(Operations)  
EOC]
    CM --- FCEM[Fire Chief/ Director  
of Emergency Management  
EOC]

    COP --- LE[Law Enforcement  
Personnel  
Work Area]

    ACM1 --- CClerk[City Clerk  
Work Area/EOC]
    CClerk --- Finance[Finance Director  
Human Resources Officer  
MIS Officer  
City Clerk's staff  
Library Director  
Work Area]

    ACM2 --- DPWE[Director of Public Works/City Engineer]
    DPWE --- DMU[Director of Municipal Utilities]
    DPWE --- DPB[Director of Planning & Building  
Work Area/EOC]
    DPB --- PWA[Public Works Administrator]
    PWA --- SMS[Street Maintenance Supervisor]
    PWA --- WWA[Wastewater Administrator]
    PWA --- WA[Water Administrator]
    PWA --- PPDA[Public/Private Damage Assessment]
    PWA --- BZA[Bldg & Zoning Administrator]
    PWA --- DPR[Director of Parks and Recreation]
    PWA --- DEP[Director of Economic Development]
    PWA --- GCP[Golf Course Pro  
Work Area]

    FCEM --- FEPS[Fire and EMS Personnel  
Work Area]
    FEPS --- ACP[Ankeny ACERT Personnel  
As assigned]
  
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The organizational chart for the City of Ankeny, Iowa, is structured as follows:

- City Manager (EOC)**
  - Assist to the City Mgr. (PIO) (EOC)**
  - Mayor (EOC)**
  - City Council (Council Chambers)**
  - Chief of Police (EOC)**
    - Law Enforcement Personnel (Work Area)**
  - Assistant City Manager (Administration) (EOC)**
    - City Clerk (Work Area/EOC)**
      - Finance Director**
      - Human Resources Officer**
      - MIS Officer**
      - City Clerk's staff**
      - Library Director**
      - Work Area**
  - Assistant City Manager (Operations) (EOC)**
    - Director of Public Works/City Engineer**
      - Director of Municipal Utilities**
      - Director of Planning & Building (Work Area/EOC)**
        - Public Works Administrator**
          - Street Maintenance Supervisor**
          - Wastewater Administrator**
          - Water Administrator**
          - Public/Private Damage Assessment**
          - Bldg & Zoning Administrator**
          - Director of Parks and Recreation**
          - Director of Economic Development**
          - Golf Course Pro (Work Area)**
  - Fire Chief/ Director of Emergency Management (EOC)**
    - Fire and EMS Personnel (Work Area)**
      - Ankeny ACERT Personnel (As assigned)**

P = Primary Responsibility

S = Support Responsibility

	<b>Fire Dept.</b>	<b>Police Dept.</b>	<b>ACM (Admin)</b>	<b>ACM (Ops)</b>	<b>City Manager</b>	<b>Mayor/Council</b>
<b>Direction And Control</b>	S	S	S	S	P	S
<b>Emergency PIO</b>	S	S	S	S	P	S
<b>Evac, Traffic Control &amp; Security</b>		P	S			
<b>Fire &amp; EMS</b>	P	S				
<b>Health &amp; Medical</b>	P					
<b>Mass Care</b>	P		P	S		
<b>Public Works/ Utilities</b>				P		
<b>Resource Management</b>			P	S		
<b>Search &amp; Rescue</b>	P	S				
<b>Hazardous Materials</b>	P	S	S			
<b>Damage Assessment</b>			S	P		